

Appendix C - Format for Request to Establish or Extend a NASA Excepted Position

C.1 Requests to fill new NASA Excepted positions or extend previously established NASA Excepted positions shall contain the information listed below:

C.1.1 Organizational title of the position (Example: Project XYZ Chief, Systems Analyst)

C.1.2 Title, series, and grade level of the position if it were to be filled using “regular” civil service authorities (Example: Information Technology Specialist, GS-2210-14)

C.1.3 Type of request (i.e., establishment of a new NEX position or extension of a previously established NEX position). If the request is to establish a *new* NEX position, go to: C.1.4. If the request is to *extend* a previously established NEX position, go to: C.3.

C.1.4 What new missions or functions have been assigned to the organization that supports the establishment of this position?

C.1.5 Has a review of other positions within the organizational unit determined that the new duties described above cannot be assigned to one or more existing positions?

C.1.6 How long is the project (or other short-term need) for this position expected to last?

C.1.7 What is the rationale for using NEX rather than filling the position through a “regular” civil service authority?

C.1.8 Is funding available to cover increased expenses associated with filling this position?

C.1.9 What possible impact would occur if this request is denied?

C.1.10 Include a copy of the proposed position description.

C.2 For deputy positions, assistant positions, and “assistant to” positions only, provide the information indicated below:

C.2.1 What is the specific nature of the authority shared (signatory, administrative, technical, etc.)?

C.2.2 What percentage of time is the deputy/assistant expected to act as organizational head in the absence of the organizational head?

C.2.3 What limitations, if any, have been placed on the deputy’s/assistant’s authority?

C.3 For requests to *extend* NEX positions provide the following information:

C.3.1 On what date did the NEX appointment become effective?

C.3.2 What was the reason for establishing the NEX position?

C.3.3 What conditions have changed, or what events have occurred, that now require the NEX position to be extended?

C.3.4 Estimate of the amount of time this NEX position needs to continue to be filled.